

MINUTES

For

RDU PMii User Group Meeting #3

(Prepared by G. Lovering)

The Roadway Design Unit PMii User Group had its third meeting on July 11, 2006 in the Roadway Design Conference Room. The following group members were in attendance:

Ron Allen
Greg Brew
Gary Lovering
Ron McCollum
Rekha Patel
Robert Stroup
Roger Thomas
Jimmy Norris

The objective of the meeting was to provide a brief summary of the progress of the Short Term Goals established in meeting #2. Discussions/Updates of the Short Term Goals are shown below. Other General Discussions took place and are summarized at the end of the minutes.

- The meeting opened with no comments on the previous meeting minutes of the May 24, 2006 meeting.

- **Status Update/Discussion Short Term Goals**

- ♦ *Develop a "Quick User Guide" "Trouble Shooting Database" and a Tips and Tricks with a FAQ section.*

At the last meeting it was decided to combine all of these items and the assignments (Jimmy, Greg, Rekha, Robert). Greg reported that he did not get much feedback from Roadway Design PMii users regarding any of the items. He stated it might be better to build a section on the S: drive and the User Group members can begin this database themselves. Later the group will combine and/or organize and place on the website for all users in Roadway Design. Greg and associates will discuss a format that will be used on the website.

- ♦ *Standardized Roadway guidelines. i.e. when to confirm activities (Gary, Ron McCollum)*

Discussions took place on the handout that Ron McCollum gave to the User Group last meeting (Confirmation of Activities for Bridge Projects). Some issues included when Activities are Final Confirmed that the Milestones attached to those Activities should reflect the actual dates the Milestone was met. Ron's handout will be updated

to reflect these changes. This led to other discussions about placing actual dates on Milestones that do not belong to Roadway AM's, but have to do with submittals to us. After a lengthy discussion it was decided to discuss further at a future meeting. Ron and Gary will begin investigating a procedure for final confirmation of Roadway Design activities for the Widening and New Location networks.

- ◆ *What's the best way to, or who should, police system? (Ron Allen)*

No new comments on the subject from the last User Group meeting. Roadway Design users agree that the system should be "policed" by the Program Development Branch. (See General Discussions below)

- ◆ *Barchart - provide enhancements & tech support to Bill Miller's process. Work on barchart plotting issues.*

Jimmy Norris commented that a list of Milestones was given to David Alford to aid in the barchart development. David has not begun work at this time due to previous commitments. David requested a copy of the barchart Gary's group created with the help of Bill Miller's program.

- ◆ *Allot space on web site to share information (Roger)*

This issue still needs to be addressed.

- **General Discussions**

Further discussions were spawned out of "policing the system" about notification of Co-PM's and Activity Managers prior to a reschedule. The format that Roadway Design Users suggested comes from three different users but accommodates one goal, to keep the system up to date. The three scenarios are shown below:

Level 1) TIP Scheduling (widespread project reschedules) Co-Pm's and AM's will be notified that a project is about to be rescheduled and all activities should be updated prior to a given date. A formal process will be developed between Program Development, Roadway Design, and PD & EA prior to TIP Scheduling meetings and after approval of the Draft TIP.

Level 2) Project schedule falling behind. Co-PM's will send out notification to AM's prior to a reschedule. AM's should update their activities. AM's will decide if notification of Work Center Managers to update Activity Elements is required. The majority of Roadway Users felt AM's would not need to send out another email, but take control of their own activities.

Level 3) AM's Final Confirming Activities. If needed, AM's will send out notification that a final confirmation is about to take place and will give time to WCM to update their Activity Elements.

Tony Houser is compiling a list of PMii Activities that are not being updated on a regular basis by AM's. These will become apparent during your regular maintenance of the system. Co-PM's should forward a list of the ones that show up on a regular basis on their projects to Tony.

Jimmy Norris commented it should become practice to release Networks not just release Activities. Releasing just Activities may cause problems.

- **Agenda, Notes and minutes** – minutes will be prepared on a rotation basis based on last name. Since Mr. Lovering prepared the minutes for Mr. Goodnight he has agreed to prepare both the agenda and minutes for the next meeting. The remaining order is shown in the attendance list.
- **Next Meeting** – the next meeting will be held **August 23, 2006 at 10:00 a.m.** in the Roadway Design Conference Room.